



Eat To Live Catering
Washington, DC
Email: eat2livecateringllc@gmail.com
Phone: 202-780-6156
Licensed and Insured

Catering Intake Form

Contact Person Name	Phone Number	Email
Event Name	Event Date	Event Time Frame
Event Location	Budget (if any)	
Event Type (Circle) Formal Business Business Casual Casual Other:		
Event Catering Needs (Circle) Food Hookah Bar (Cash Bar Or Open Bar)		
Full Service Buffet Style Table Server Service Self Service		
Full Service Needs Tables (Round, Square, Oblong, Rectangular) #_____ Chairs #_____ Table Setting		
Other Full Service Needs Table covers (disposable or cloth) Chair covers		
Decorations Center Pieces Balloons Flowers (Type and Color _____)		
Event Venue Type/Theme	Event Color Scheme	Number Of Attendees
Menu		
Special Food Type Vegan Vegetarian Halal Lactose Free Pescatarian		
Main Course		
Special Instructions		
Vegetables		
Special Instructions		
Other Dishes		
Special Instructions		
Desserts		



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Special Instructions				
Breads				
Special Instructions				
Condiments				
Special Instructions				
Beverages				
Special Instructions				
Alcoholic Beverages				
Special Instructions				
****Known Food Allergies				
<p>Customer agrees to the following terms:</p> <ul style="list-style-type: none"> ▪ Customer is responsible to communicate any changes to this contract immediately. ▪ A 50% deposit is due upon contract acceptance. Customer will receive a deposit invoice via email. ▪ Final payment is due one day prior to event date. Customer will receive a remaining balance due invoice via email. ▪ Partial refund for emergent situations ie, weather, emergent illness, or death, and at the discretion of Eat To Live Catering. ▪ In the event of non-payment, Customer assumes responsibility for all legal fees associated with collection of payment, according to the laws of the District of Columbia. 				
Eat To Live Catering will require 2-3 hours prior to the event start time for set-up and 2-3 hours prior to event end time.				
Customer Name	Customer Signature		Date	
Eat To Live Catering Name	Eat To Live Catering Signature		Date	